



# MOORE COUNTY GOVERNMENT



## Position Vacancy Announcement

### DETENTION OFFICER DETENTION CENTER

*This Position is Part Time with **NO** Benefits*

#### VACANCY NUMBER

20-017

#### HIRING RANGE

\$16.61 – \$19.93 Hourly

#### OPENING DATE

January 24, 2020

#### CLOSING DATE

#### CONTINUOUS RECRUITMENT

(Although there may not be current openings for these positions, applications are accepted at all times because of the critical nature of the services these positions perform and the urgent need to have them filled.)

#### TO APPLY

Please submit your application online at

[www.moorecountync.gov](http://www.moorecountync.gov)

#### QUESTIONS?

Please call the Moore County Sheriff's Office at (910) 947-2931

#### OR

You may also visit Moore County Human Resources at  
302 Monroe Street  
Carthage, NC 28327

#### **ESSENTIAL JOB DUTIES**

This position processes inmates, maintains detention security, serves meals, and transports inmates. Receives and processes inmates into custody of institution, searches prisoners, takes charge of personal property; provides opportunity to call attorney or relative, advises inmates on institutional rules and regulations. Patrols detention area periodically to ensure security and maintain order. Supervises inmates during meals, oversees personal hygiene and related activities for conformance to institutional rules, regulations, and procedures. Escorts and safeguards inmates to cell; checks on inmates' physical condition. Receives, counts, and records all laundry in the detention center. Dispenses personal and cell cleaning equipment. Distributes medication to inmates as prescribed or directed; prepares routine records on inmates and performs general clerical duties. Ensures the care and maintenance of quarters. Records visits and inspects items brought into the Detention Center.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Possession of a General Detention Officer Certificate issued by the State of North Carolina within 1 year from date of hire
- Basic computer skills required
- High School diploma or equivalent

#### **LICENSE AND CERTIFICATION REQUIREMENTS**

Must possess and maintain a valid North Carolina Driver's License.

#### **PHYSICAL REQUIREMENTS**

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; Visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

#### ***The County of Moore is a drug-free workplace and Equal Opportunity Employer.***

*In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

***All applicants tentatively selected for this position will be required to submit to a background check, pre-employment drug test, and post offer physical.***

***Moore County is an E-Verify Participant***